



January 2023

Associate Director for Individual Giving

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch and pride ourselves on a warm and supportive work environment. The Associate Director for Individual Giving plays a key role in helping GrubStreet to support our mission.

The Associate Director for Individual Giving works closely with other Development team staff to develop strategy and execute fundraising initiatives that invite supporters and community members to contribute to both the annual fund and special campaigns. The position helps to engender excitement, optimism, and confidence in achieving the fundraising goals that support GrubStreet's programs, particularly free and fully-funded programs for teens and adults.

This is a full-time permanent position, with occasional evening work required for donor events. This position is based out of our fast-paced and friendly Boston office with current options to work remotely a few days per week. The Associate Director reports to the Director of Development and supervises the Senior Development Associate. This position collaborates closely with other teams at GrubStreet, particularly the Marketing, Programs, Finance, and Operations teams.

We encourage BIPOC (Black, Indigenous and people of color), LGBTQ+, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply. GrubStreet strives to dismantle every system, process, or structure that would discourage any person from working with us. We actively seek diversity, equity and inclusivity because the excellence of our work and the value of its impact depend on them. We strive to create an environment where the perspectives we bring to our work are valued as much as the work we produce.

Individual Donor Responsibilities

- Collaborate with the Director of Development on designing and executing overall individual giving strategy, including cultivating and soliciting major, mid-level, and

small gifts from individual supporters, and ensuring gratitude through thank you calls, cards, and emails.

- Collaborate with the Director of Development on bi-annual appeal strategy.
- Lead and develop communications plan to engage community members to become supporters in partnership with the Director of Development and Marketing.
- Work with the Director of Development, Executive Director, and volunteers to plan and execute meetings with supporters to request support for GrubStreet programs and build relationships with supporters and community members.
- Lead preparation of updates and reports for all supporters, including the Annual Report and regular Impact Update.
- Prepare proposals and reports for individual donors, partnering with the Programs team to identify needs, gather information, and develop budgets.
- Coordinate volunteers to support donor outreach in partnership with the Senior Development Associate.
- Conduct prospect research in partnership with the Director of Development and Senior Development Associate.
- Ensure that written and verbal communications to supporters align with GrubStreet's mission and center the needs of the community. This includes ensuring that communications reflect GrubStreet's commitment to equity, to racial justice, and to challenging systems of oppression and bias.

Fundraising Events

- Plan and execute events for supporters, members, and the wider GrubStreet community with assistance from other development staff. Events include donor receptions, author toasts, and annual fundraising gala.
- Partner with other GrubStreet teams to ensure the success of fundraising and supporter cultivation events.
- Manage host committee and sponsorship opportunities for annual fundraising gala, including soliciting support, requesting items for auction, and collaborating with the Grants Manager on identifying and inviting corporate partners and prospects to join as event sponsors.
- Ensure that fundraising events align with GrubStreet's mission and center the needs of the community.

Institutional Giving

- Prepare requests for family foundations in partnership with the Director of Development and the Grants Manager.
- Prepare proposal and report attachments for institutional supporters in partnership with the Director of Development and Grants Manager as needed.
- Building on current corporate relationships, work with the Director of Development and Grants Manager to develop a strategy for robust corporate partnerships.

- Ensure that the language used in communications aligns with GrubStreet’s mission and centers the needs of the community.

Development Committee Work

- Lead strategy for volunteer Development Committee projects in partnership with the Director of Development. Tasks include communicating with board members and other volunteer committee members and preparing meeting materials.

Team Responsibilities

- Supervise the Senior Development Associate.
- Partner with the Director of Development to lead the annual planning process.
- Participate in team-wide anti bias work, including policy development and refinement.
- Manage wealth screening software for the team, including training all team members on use of the software.
- Participate in hiring processes.

Qualifications:

- At least 5 years of experience with non-profit fundraising or related fields.
- Demonstrated commitment to racial justice and diversity, equity, and inclusion.
- Solid interpersonal and communication skills a must– both oral and written.
- Comfort engaging with multiple stakeholders.
- Extremely detail-oriented with very strong organizational skills a must.
- Strong tech skills, including facility with list management and spreadsheets.
- Experience with supervision or leading team projects is a big plus.
- Willingness to learn and work well within a team environment.
- Skilled in Microsoft Office (Word and Excel).

About the Organization

GrubStreet works to remove social, cultural, and institutional barriers in order to facilitate and support an expansive and equitable artistic ecosystem where all voices thrive and where writing and storytelling flourish. This mission is essential because our collective voices have the power to shape a more just and connected world by revealing truths, transforming lives, and deepening human understanding.

GrubStreet, the largest creative writing center in the U.S., annually engages over 10,000 students – both teens and adults – in programs that range from two-hour workshops to year- long graduate level seminars.

Our instructors are working artists who bring the highest quality instruction and mentorship to aspiring storytellers. We also host a major writing conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers.

Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants. We continue to increase scholarships and provide free writing programs (including bilingual classes) for adults and teens in low-income communities in Egleston Square, East Boston, and Mattapan.

Position Details

GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment. This position is based out of our fast-paced and friendly Boston office. The salary range for this position is \$65,000 - \$85,000 commensurate with experience.

Position Type: Full time

Position Level: Associate Director, at least 5 years of experience needed

Position Reports to: Director of Development

Location: Boston